

## ***Workplan for Needs and Assets Report 2014***

Prepared for the Tohono O'odham Nation Regional Partnership Council

*The John & Doris Norton School of Family and Consumer Sciences*

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### **Introduction**

The Norton School FTF Needs & Assets Project team recognizes that communities need solid, regionally specific data to make informed decisions about how to prioritize their resources for supporting young children and their families. We also know that such data are often hard to come by, particularly in sparsely populated, rural areas. We are committed to pursuing meaningful data for the Tohono O'odham Nation region, and to working in close company with the Tohono O'odham Nation Regional Partnership Council members and FTF Regional staff to better understand and convey the particular character of the Tohono O'odham Nation area. This will contribute to knowing what strategies might work best to meet the RPC goals across the region. We also know that strengthening communities requires not only identifying the needs in those areas, but recognizing the particular strengths of a region, in order to leverage those to creatively address challenges. We are therefore committed to documenting both the needs and the considerable strengths of the Tohono O'odham Nation region.

### **Project Steps**

#### **1. Review previous Needs & Assets Reports**

We will review the 2010 and 2012 Needs & Assets Reports for the region. We have had initial conversations with the Tohono O'odham Nation Regional Director to identify what previously went right with the process and what could be improved upon. The goal of this step is to ensure that the 2014 Needs & Assets Report builds upon past successes and, to the extent possible, does not repeat past mistakes. An initial data collection plan will be provided to the Regional Director by August 10, 2013.

#### **2. Meet with Regional Partnership Council to review and prioritize data to be collected**

We will attend a Tohono O'odham Nation Regional Partnership Council meeting on July 20<sup>th</sup>, 2013 to kick-off the 2014 Needs and Assets process. We will work with the Regional Council to identify data sources and methods most appropriate

for the questions being asked and the type of information needed to answer them, within the available budget. A revision of the data plan will be provided to the Regional Director, if requested, by October 10, 2013.

We are committed to respecting and following Tribal protocols established for the collection of tribal data and publication of the Needs and Assets report.

### **3. Collect, clean, and analyze data**

Secondary datasets will be analyzed by our data analysts based on the unique boundaries of the RPC, where possible. Qualitative interviews with stakeholders may be conducted, where appropriate. Results of secondary and qualitative data analysis will be coordinated in such a way to be easily understandable and interpretable, and with consideration of conveying the unique features of the Tohono O'odham Nation region.

### **4. Develop draft report**

A draft of the Regional Needs & Assets Assessment Report will be developed for the RPC Director's and Council's review. This report will address the demographic characteristics of young children and their families in the region, and the current status of, strengths in and service gaps in the six goal areas of FTF:

- quality and access to early care and education
- health
- professional development of early care teachers and workers
- family support
- communication
- coordination among early childhood programs and services

A detailed outline of the report draft will be submitted to the Regional Director for review by the Regional Partnership Council by January 10<sup>th</sup>, 2014.

### **5. FTF Regional Director reviews first draft**

The initial draft of this report will be delivered to the FTF Regional Director for review and commentary on or before April 10<sup>th</sup>, 2014. We request to receive any comments the Regional Director would like us to incorporate into a revision of the initial draft by May 10<sup>th</sup>, 2014.

## **6. Regional Partnership Council reviews and comments on revised draft**

Communication and collaboration about the report will be ongoing throughout the months of May and June. The revised draft of this report will be delivered to the FTF Regional Partnership Council for review and commentary in advance of the Regional Partnership Council's June meeting. Norton School staff can attend the Regional Partnership Council's May or June 2014 meeting for further discussion about the report. (Alternatively, we could attend the August 2014 meeting to discuss the final version of the report, depending upon what the Tohono O'odham Nation Regional Partnership Council would find most useful.)

We request to have all feedback about the revised draft on or before July 1<sup>st</sup>, 2014, to allow for adequate time to incorporate commentary into the final revision.

## **7. Create final draft based on comments**

Communication will be on-going during the months of July and August, as we create a final draft incorporating comments from previous reviews, and deliver it to the Regional Director for further review. We request to have all remaining comments and contingencies on approvals by August 1<sup>st</sup>, 2014, to allow for adequate time for addressing remaining concerns in the final report.

## **8. Produce and deliver Final Report**

We will create a final version of the report, incorporating all feedback provided by the Regional Partnership Council and Tribal Council. The finalized report will be delivered to the Regional Director on or before August 31<sup>st</sup>, 2014. Final tribal approval requirements will be handled by the Regional Director and Regional Partnership Council.

## **9. Communication with FTF Regional and Central staff**

There will be regular communication with FTF central and divisional leadership, as well as the Regional Director, Regional Partnership Council and other stakeholders throughout the project. This will occur as needed and requested, via ongoing telephone and email communication, and by telephonic participation in regularly scheduled vendor meetings. Monthly progress reports will also be delivered electronically to the Regional Director by the 10<sup>th</sup> day of each month to provide updates about the progress of the report.

## Deliverables and Timeline

Timeline of Tasks/Deliverables	July-Aug 2013		Sept-Oct 2013		Nov-Dec 2013		Jan-Feb 2014		Mar-Apr 2014		May-June 2014		July-Aug 2014	
Review previous Needs & Assets Reports, prepare initial workplan and initial data plan														
Prepare list of data to be collected														
Attend RPC meeting to review and prioritize data to be collected	July 20													
Collect, clean, and analyze secondary data														
Develop first draft of report										10 Apr				
FTF Regional Director reviews and comments on initial draft											10 May			
RPC reviews and comments on revised draft														
Create final draft based on comments														
Tohono O'odham Nation RPC reviews final draft														
Produce and deliver final report														31 Aug
Once monthly updates delivered to FTF Regional Director		10 Aug	10 Sept	10 Oct	10 Nov	10 Dec	10 Jan	10 Feb	10 Mar	10 Apr	10 May	10 Jun	10 Jul	10 Aug
Meetings/updates with FTF central and divisional leadership														